



**Position Title: PUBLICATIONS COORDINATOR**

**Reports to: Director of Museum Education**

**Classification: Part-Time, Non-Exempt**

The Kalamazoo Institute of Arts is a nonprofit art museum and school. Since 1924, the Institute has offered art classes, exhibitions, lectures, events, activities and a permanent collection. The KIA's mission is to cultivate the creation and appreciation of the visual arts in West Michigan. We believe the visual arts are for everyone. They inspire, fulfill, and transform.

**SUMMARY OF POSITION:** The Publications Coordinator will be a master scheduler as they will manage all rights and reproductions matters for KIA publications simultaneously. The coordinator will administer a schedule to achieve about 5-6 museum catalogs plus other publications. This is a two-year grant funded position.

**RESPONSIBILITIES:**

- Oversee and schedule all components of upcoming publications, both digital and print.
- Work with Curatorial, Museum Education, and at times, Advancement teams to identify and understand the upcoming exhibition schedule and related internal and external publications.
- Ensure that all publications reflect our DEAI goals and values.
- Communicate with essayists, educators, editors, and designers for each publication. Ensure accuracy.
- Create and track requirements and contracts with all outside parties.
- Delegate work assignments and coordinate with writers, editors, designers, printers and others to meet printing and publishing deadlines. Copy edit some internal documents such as Sightlines magazine and educational gallery guides.
- Coordinate and manage all rights and reproduction needs for KIA publications and external image use requests.
- Coordinate and manage the assignment of IBNs for all KIA publications. File the appropriate documents with federal copyright offices and the Library of Congress to ensure publications are registered according to U.S. copyright laws.
- Promote publications through various social networking services, and manage online and mail-order sales.
- Manage catalog inventory and distribute publications as needed.
- Perform other duties as assigned.

**Position Requirements:**

- Associates degree with 2 to 4 years of relevant publications related experience, or equivalent combination of education and experience.
- Knowledge of software used to format and publish materials.
- Knowledge of copyright, publication, and marketing laws.
- Quality written and verbal communications skills, editing skills, excellent phone skills, ability to be flexible and work under pressure, and solid internet/computer skills.
- Ability to work in teams demonstrated by cooperation, respect, and flexibility with other coworkers.

- Commitment to contributing to a work culture and publications platform that is inclusive, equitable, and antiracist.
- Entrepreneurial, creative, self-starter with initiative.
- A collegial spirit and cooperative approach that facilitates working closely with others.

Research shows that women and individuals from underrepresented backgrounds often apply to jobs only if they meet 100% of the qualifications. We recognize that it is highly unlikely that an applicant meets 100% of the qualifications for a given role. Therefore, if much of this JD describes you, then you are highly encouraged to apply for this role.

**Physical Job Requirements:** While performing this job, the employee will be required to sit, stand, walk, reach, lift/move up to 50 lbs occasionally, do close work with a computer monitor and perform repetitive hand movements. Employee required to be able to have written and verbal conversations.

The KIA is an equal opportunity, equal access employer that is fully committed to diversity, equity, and inclusion in the workplace.

**Please forward a resume with references, and a cover letter to [jobs@kiarts.org](mailto:jobs@kiarts.org) with Publications Coordinator in the subject line or by mail to Kalamazoo Institute of Arts, 314 S. Park Street, Kalamazoo, MI 49007. No phone calls, please.**